



## **Job Description for Early Childhood Coordinator (Parent Educator) Full Time Position**

The Early Childhood Coordinator (Parent Educator) will:

- Recruit pregnant families and children ages birth to three into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow-up assessment as needed.
- Any other duties as assigned

The successful candidate will have the following qualifications:

- Associate degree in related field, Bachelor's degree, or equivalent experience
- Able to work independently and as a team
- Experience with home visiting and group meetings
- Available and reliable vehicle for visiting families (mileage reimbursed)
- Competency with computers including previous experience with Windows programming, virtual platforms (Zoom, Google Duo, etc.) and Internet use
- Experience with collecting data and program evaluation
- Must be able to pass a criminal background check as well as have a valid driver's license and automobile insurance

To apply for this position please e-mail a cover letter, resume and unofficial transcript to [KRJenkins@orangeburgfirststeps.org](mailto:KRJenkins@orangeburgfirststeps.org) by February 10, 2020.

**NO PHONE CALLS PLEASE**